

20/07/2021

Dear Parent/Carer

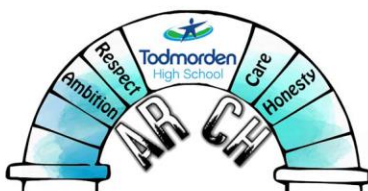
We are looking forward to welcoming your child to Todmorden High School in September and cannot wait to get them involved in school life. In order to support a safe return for all students we are required to carry out asymptomatic testing with all students before they start. We recognise that this is not the best way for our new students to start their career at Todmorden High School but we hope to make the process as stress free as possible. To support a swift start on the 8th of September we would like Year 7 students to attend for a lateral flow test on Tuesday the 7th September. We are aware that this is a day earlier than you may have planned, but by completing it on this day we will ensure that students have had a test before they join us on the Wednesday. If you are unable to attend on this day, please let Miss Crowther r.crowther@todhigh.co.uk know and she will be in touch with you to organise a solution.

We are aware that this may be the first time your child has been asked to complete the lateral flow tests in school and that this may present some anxieties. Please reassure your child by explaining to them that there will be someone there to take them through the process and there is nothing they need to worry about.

We need parental consent to complete testing with your child. Please follow the link at the end of this letter, after reading the privacy notice, to give consent for your child to take part in the testing programme. Testing is not mandatory but is one way of helping reduce the transmission of the virus in school. Please complete the form even if you are not giving consent and select the relevant box.

The testing in school will involve two lateral flow tests taken 3 – 5 days apart. If a student tests positive on a lateral flow test they will be required to go home and book a PCR test. Parents will have to collect students who test positive as they are not allowed to use public transport once they have had a positive test result. If the result of the PCR test is positive, the student will be required to isolate for 10 days from the date of the Lateral Flow positive result. If the PCR result is negative the student can return to school.

The tests involve a nose swab from both nostrils which can be a little uncomfortable but should not be painful. It takes a matter of minutes to carry out and the results are processed in 30 minutes. It is important that parents are available to collect their child if they test positive in these tests. Details of the testing schedule for all year groups are included later in this letter. If you have any questions about mass testing, please email either myself g.cooper@todhigh.co.uk, Mrs Rawlinson e.rawlinson@todhigh.co.uk, or Miss Shirt g.shirt@todhigh.co.uk. We recognise that some students and parents may be anxious about this process, but we are keen to help alleviate these concerns where we can.



Year groups will be tested on different days, prior to their return to school. The dates for each year group are as follows

Year group	Testing date	School Start Date
7	Tuesday 7 th September 2021	Wednesday 8 th September 2021
8	Friday 10 th September 2021	Monday 13 th September 2021
9	Thursday 9 th September 2021	Friday 10 th September 2021
10	Wednesday 8 th September 2021	Thursday 9 th September 2021
11	Tuesday 7 th September 2021	Thursday 9 th September 2021

Testing procedure – Test 1

Students must arrive via the main pedestrian gate and must not use the footbridge. Upon arrival they will be guided to the test centre by a member of staff where they will be asked to sanitise their hands and take a seat at one of the test stations. The test will take 30 minutes after which students will leave site for the day. Parents may wish to wait to pick their child up or students may make their own way home if the test is negative. If your child has a positive test they will need to be collected by a parent and will not be allowed to use public transport to get home.

All equipment required to complete the test will be provided and staff will guide students through how to carry it out. Once the test is complete, it will be taken away for processing and students will remain at their test station until the test is processed. This will take 30 minutes. Whilst waiting for results staff will be on hand to support with any questions students may have about the return to school. They may also chat quietly to their peers provided they remain at their desks.

Due to the nature of the testing system. It will not be possible to keep anonymity of students who test positive. As a school we have a responsibility to report positive test results to Calderdale Public Health for test and trace purposes. This will be completed immediately. If your child is not participating in testing they do not attend school on the allocated test day, instead they start on the specified school day.

You will receive a text message from school detailing the time your child should arrive. Your child has been allocated a time to arrive based on their surname, this is shown in the table below. If you are unsure of the time your child should arrive for their test please contact Miss Crowther r.crowther@todhigh.co.uk who can advise.

	Year 11	Year 10	Year 9	Year 8	Year 7
Testing Date	07/09/2021	08/09/2021	09/09/2021	10/09/2021	07/09/2021
Arrival Time	Surname	Surname	Surname	Surname	Surname
08.30	A – Cu	A – Coe	A – Coc	A – Com	A-Coc
09.30	D – F	Col – Hal	Coe – Go	Coo – Gl	Coh -Hall
10.30	G – Ho	Ham – Le	Gr – Lang	Go – Li	Hals – Law
11.30	Hu – Ou	Li - Po	Lann – Park	Lo – Po	Lea – Pre
13.00	Ow – Sm	Pr – Ta	Parv – Sta	Pr – Sta	Pri – Tay
14.00	Sp - Z	Ti - Z	Ste - Z	Ste - Z	Ter - Z

Tests 2 will be carried out in school, in class time. The testing team will again guide students through the process and results will be processed and recorded in the same way, whilst students remain in lessons so that learning is not disrupted further. Please ensure read the next page for guidance on giving consent for your child to be tested.

Consent

You only need to complete the consent form if you have **not done so previously**. If you have not completed the form before, please do so even if you are not giving consent. Please select the relevant box to withhold consent for testing.

In order to carry out the tests we need consent from parents/guardians. Please read the terms of consent and privacy notice detailed on the following page. These explain more about the testing and also how the data will be shared with Calderdale Public Health. You will then see a link that, once clicked, will take you to an online form. Please go through the form, completing all questions/fields. This is how consent will be returned and recorded.

If you have any questions, queries or concerns about mass testing and the return to school please do not hesitate to get in touch by emailing either Miss Cooper g.cooper@todhigh.co.uk, Mrs Rawlinson e.rawlinson@todhigh.co.uk, or Miss Shirt g.shirt@todhigh.co.uk.

Terms of consent for COVID-19 testing at Todmorden High School

Introduction

This consent form is for participation in tests designed to detect asymptomatic coronavirus cases. Anyone experiencing symptoms should follow [government guidelines to self-isolate](#)

Consent relates to the following groups of students/pupils and staff as follows:

- **For pupils and students younger than 16 years** - this form must be completed by the parent or legal guardian. Please complete one consent form for each child you wish to participate in testing.
- **Pupils and students over 16 who are able to provide informed consent** - can complete this form themselves, having discussed participation with their parent / guardian if under 18.
- **For any pupil or student who does not have the capacity to provide informed consent** - this form must be completed by the parent or legal guardian. Please complete one consent form for each child you wish to participate in testing.
- **Staff** will complete this form themselves

Terms of consent

1. I have had the opportunity to consider the information provided by the school/college about the testing, ask questions and have had these answered satisfactorily, based on the information presented in the letter dated [02/03/2021] and the attached Privacy Notice.
2. In the case of under 16s, I have discussed the testing with my child and my child is happy to participate. If on the day of testing they do not wish to take part, then they will not be made to do so and consent can be withdrawn at any time ahead of the test.
3. I consent to having / my child having a nose swab for lateral flow tests. I / my child will self-swab if I / my child is able otherwise I understand that assistance is available
4. I understand that there may be multiple tests required and this consent covers all tests for my child. If, on the day of testing I / they do not wish to take part, then I understand I / they will not be made to do so and that consent can be withdrawn at any time ahead of the test.
5. I consent that my / my child's sample(s) will be tested for the presence of COVID-19.
6. I understand that if my / my child's result(s) are negative on the lateral flow test I will not be contacted by the school/college except where I am / they are a close contact of a confirmed positive.

7. If the lateral flow test indicates the presence of COVID-19, I commit to ensuring that I / my child is removed from school premises as promptly as possible, bearing in mind I / they may have some anxiety following a positive test result.

8. I understand that I / they will need to self-isolate following a positive lateral flow test result and seek a confirmatory PCR test.

9. I understand that if a close contact of my child tests positive my child will not be required to self-isolate but instead take a PCR test.

Please follow the link below to provide consent/withhold consent for your child to participate in the testing programme at Todmorden High School. Please complete this before 9pm on Sunday 5th September.

<https://forms.office.com/Pages/ResponsePage.aspx?id=V6IP4C5ZDKWYwW09OkgaWF6cWhQwKbNlpCS-dciMFZFUMehFWkxLWDI3UzhMNDhCRVdZUTVNM1g3Ry4u>

Todmorden High School Privacy Notice: COVID-19 Lateral Flow Testing for Students

Todmorden High School is registered with the information Commissioners Office (ICO) under the provisions of the Data Protection Act 2018. Todmorden High School takes its responsibilities under the Act very seriously.

This notice explains how Todmorden High School (as Data Controller) will use your personal data in respect of the provision of lateral flow testing for COVID-19.

What personal information is being processed?

The following information will be recorded when you have consented to a lateral flow test:

- Your/Student name and address
- Your email address
- Your telephone number
- Student test date and result

The purpose of processing

The data shall be processed for the purpose of effectively dealing with the response to the COVID-19 pandemic:

- To support you to go to school safely during COVID-19 and to ensure the health and safety of others you come into contact with through school.
- To help Calderdale Council understand the risks to public health, monitor trends and to control and prevent the spread of COVID-19 in conjunction with the NHS Track and Trace system.
- For analysis of the data for management and evaluation of the programme locally.

Legal basis for processing your personal data

The processing of your personal information and the conditions for the processing of special categories of personal data e.g. information concerning your health, are necessary as follows:

- Article 6(1)(c) – processing is necessary for compliance with a legal obligation to which the controller is subject.

Article 6(1)(f) – processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party.

- Article 9(2)(b) - processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law
- Article 9(2)(i) – the processing is necessary for reasons of public interest in the area of public health
- Data Protection Act 2018 – Schedule 1, Part 1(1) (a) – Employment, social security and social protection
- Data Protection Act 2018 – Schedule 1, Part 1 (2) (2) (f) – health or social care purposes

Sharing your personal data

The information will be held by your School (who is the data controller)

Personal data

Details of a positive result and personal data will be shared with Calderdale Council, where necessary, for the COVID response and to share with the local Calderdale Track and Trace system.

Non-personal data

Any statistical data which may include number of tests taken, number of positive results, number of negatives and number of voids may be extracted from your information and will be held and shared with Calderdale Council in a non-identifiable format.

We will never share your information with third parties unless the law allows us to do so.

How long we keep your personal data

The School Policy on GDPR and Data Retention sets out when retention ends, and the differing categories this relates to (that being staff and students). All data items are not held for any longer than required, the requirement is agreed alongside national policy, with items disposed and removed from record keeping in all forms as stated by the Information Commissioners Office.

Your rights

The GDPR provides the following rights for individuals. Not all rights are absolute and therefore will only apply in certain circumstances:

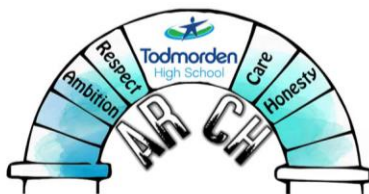
1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling.

Please see Todmorden High School for further details of your rights as a data subject.

You have the right to complain to the Data Protection Officer if you feel that your data has not been handled in accordance with the law. Todmorden High School Data Protection Officer is Judicium Education who can be contacted at: Judicium Education, 72 Cannon Street, London, EC4N 6AE, Tel: 0845 459 2130

You also have the right to lodge a complaint with the Information Commissioner's Office at www.ico.org.uk

For further information regarding how Calderdale Council is processing information in respect of COVID-19 and the NHS Track and Trace system, please see the Council's [COVID-19 privacy notice](#).



Enabling individuals to unlock their unique potential